

DRAFT 08/20/2010

Accessing FPDS-NG Directly to do your reports:

Please be advised we are very well aware of the problems everyone is having in accessing and/or completing your FPDS-NG award and modification reports through the C.Buy Interface. This has become an increasing problem due to the fact that the last upgrade to C.Buy was designed to be compatible with Version 1.3 of the FPDS software.

In March of this year FPDS moved from Version 1.3 to Version 1.4. Additionally there have been two service pack releases to version 1.4. We realize this has made your connectivity to FPDS-NG through the C.Buy interface difficult if not impossible at times to enter and complete a report. This problem is due to software compatibility issues which we have no control over at the present time.

Due to end of year workload, software testing, and reporting for data calls, we can only focus on obligation errors to assist in seeing that all obligations are completed by end of year. The following guidance is provided for you to report directly to FPDS-NG in order to complete your FPDS reports timely.

If you are not having a problem using the interface then continue to do so. Going directly will require that you enter additional information which is now brought over through the interface, such as the dollar values. You will need to be prepared to enter all data from scratch on a new award report.

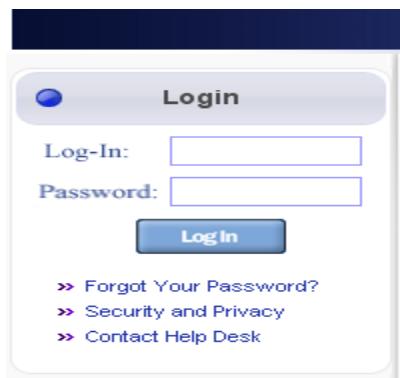
Every C.Buy account holder has an FPDS account. If you cannot wait until after end of year to get a response from us on resolving the many system and coding errors you are having with FPDS through the C.Buy interface, we encourage you to go direct.

To access FPDS-NG directly the link is as follows:

<https://www.fpds.gov/>

When you get to the web page you will be asked to enter your user name and your password. The standard user name for all account holders is your official NOAA e-mail address: Example,

[John.H.Doe@noaa.gov](mailto:John.H.Doe@noaa.gov)

A screenshot of the FPDS-NG Login page. The page has a dark blue header bar. Below it is a white box with a blue border. Inside the box, the word "Login" is centered at the top. Below "Login" are two input fields: "Log-In:" and "Password:". Below the "Password:" field is a blue "Log In" button. At the bottom of the box, there are three links: ">> Forgot Your Password?", ">> Security and Privacy", and ">> Contact Help Desk".

You will be required to enter your password which is case sensitive. If you do not remember your password, you will need to contact [clientservices@noaa.gov](mailto:clientservices@noaa.gov) to request that your password be reset.

Every account holder should have a full set of permissions when creating or editing a document to;

Create a New Report, Save Draft, Validate, Approve, Correct, Modify, and Print

If you are creating a new award report, you will need to select the type of award from the FPDS Desktop.



The data to be entered is contingent on the type of award report.

When creating a new award report the award PIIN must always be preceded by DOC. If your award PIIN in C.Buy is DG133W10SU12345 then you would enter DOCDG133W10SU12345.

Document Information				
	Agency	Procurement Identifier	Modification No	Trans No
Award ID: *	1330	DOCDG133W1012345	0	0

If you are awarding a new report against a GSA IDV then you must enter the GSA IDV number and the referenced Agency Code.

Example: A new report being awarded to "Digital Sandbox, Incorporated, GS35F0009R

Enter the award PIID

Enter the GSA referenced IDV #

Click on the radial button to search the FPDS system for a match on the GSA contract number to locate the Agency ID

<b>Award ID:</b> *	<b>Agency</b>	<b>Procurement Identifier</b>	<b>Modification No</b>	<b>Trans No</b>
<b>Referenced IDV ID:</b> *	1330 ...	DOCDG133W1012345	0	0
		GS35F0009R		

The following screen will open matching the GSA IDV number as a good number and also provide the Agency Code of 4730.

Select	Agency ID	PIID	Document Type	Contractor Name
<input checked="" type="radio"/>	4730	GS35F0009R	FSS	DIGITAL SANDBOX INCORPORA

1 out of 1 items found

Select  
Cancel

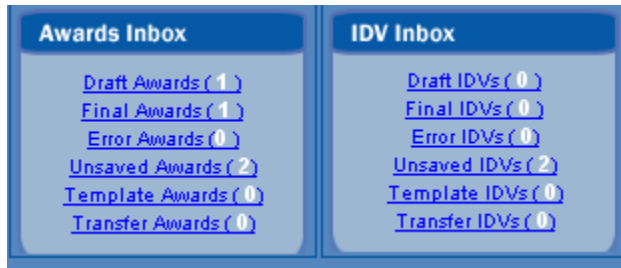
Click Select and the report screen will populate as shown below. If you do not get a match then your referenced GSA IDV is incorrect or invalid.

<b>Award ID:</b> *	<b>Agency</b>	<b>Procurement Identifier</b>	<b>Modification No</b>	<b>Trans No</b>
<b>Referenced IDV ID:</b> *	1330 ...	DOCDG133W1012345	0	0
<b>Reason For Modification:</b>	4730	GS35F0009R	11	
<b>Solicitation ID:</b>				
<b>Treasury Account Symbol:</b> *	<b>Agency Main Sub Identifier Account Account</b>	<b>Initiative</b>		
		Select One		

Many of you will have documents that you have created which are in Draft Correct status, Draft Error status, Error Status, or Unsaved Status.

From the FPDS Desktop in your account you can select these In Box categories.

When you click on the link a list of actions will appear. By clicking on the hyper link in the list, you can open that document to; Correct, Modify, Validate, Approve, and Save.



From the FPDS Desk Top in your account in the upper left of the screen there is a Help Button. This same Help Button is also on the FPDS web page prior to log in. By clicking on Help you will be brought to the following screen:

This is a scrolling menu and will provide answers step by step on how to use FPDS-NG.



The direct link to this help desk screen is at:

<https://www.fpds.gov/help/index.jsp>

Example: If you selected “Create a PO” you will see the following:

Each link provides step by step instructions with sub-links to further explain the field or data element to be entered.



## Create a PO

### Introduction

A Purchase Order is an offer by the Government established to buy supplies or services, including construction and research and development, upon specified terms and conditions, using simplified acquisition procedures.

### Instructions on Reporting a Purchase Order

#### Steps:

1. From the FPDS Navigation screen, under the  logo, click .
2. Enter data in the **General Information** section.
  - a. **Award Type:** Defaults to Purchase Order
  - b. **Award Status:** Defaults to New
  - c. **Award ID** - Mandatory Fields
    - **Agency Code** - Enter the appropriate four (4) digit agency or subagency identification code from the Federal Information Processing Standards (FIPS) Publication 95 (FIPS 95).
    - **PIID** - Enter the unique identifier for the award. PIID shall follow the PIID rules as defined by each agency. FAR 4.605 prescribes convention for numbering Contracts, Agreements and Orders. Number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation.
    - **Mod No** - Defaults to '0' on a base contract. Enter a unique value when reporting a modification to a basic contract.
  - d. **Referenced IDV ID** - not applicable.
  - e. **Reason for Modification** - Not applicable for a basic contract. Select the value that applies when reporting a modification to a basic contract.
  - f. **Solicitation ID** - Enter the Solicitation Identifier as in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation.
  - g. **Treasury Account Symbol** - The Treasury Account Symbol is a required data element under the Office of Management and Budget's implementation of the Federal Funding Accountability and Transparency Act (FFATA). The symbol is currently made up of three parts: the Agency Identifier (2 characters); the Main Account (4 characters); and an optional Sub Account (3 characters). This is a required field for Civilian Agencies if the dollars obligated are either more than or less than \$0.00 for Versions 1.3 forward. It is optional for DoD.
  - h. **Initiative** - This field will be system generated based on the entry in the Treasury Account Symbol.

We cannot provide you guidance on how you should code your FPDS report. If you validate a document and receive error messages at the top of the screen, you need to look for the highlighted fields which have an incorrect choice and make an appropriate selection. If you do not know the correct choice to make, please consult with your CO or Team Lead.

You may also call the FPDS-NG help Desk for clarification on an error message or coding issue at 703-390-5360.

Note: If you create a report directly and do not follow the document identification reporting formats referenced above, it is possible that you will never be able to access that document again through the C.Buy FPDS Interface and you will have to go directly in the future.

NOTE: Some individuals have expressed concern that when awarding a GSA IDV award to a specific vendor that when they go to FPDS, FPDS populates the vendor field with a different vendor name and DUNS, and even a different NAICS code.

Please be aware that this is normal. The FPDS system is cross referencing your award report against the GSA IDV contract tables and the FPDS system will change the vendor name and other data elements about the vendor to match the vendor data on file and registered for that GSA Contract holder; it may not be the same as the name of the vendor you have made the award to.

If you have questions or concerns about this go to the GSA web site and look up the GSA contract number. The link is: <http://www.gsa.gov/portal/content/104447>